

**Policy Committee**  
**Public Meeting Agenda**

**Monday, January 15, 2024 – 11:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/61625615299>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́nqəmínəm language group on whose traditional and unceded territories we teach, learn and live.

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- 1. Adopt Agenda**
- 2. Approve Minutes**  
Public minutes from meeting held November 14, 2023 attached.
- 3. Status of Current and Anticipated Items**  
Status Update attached.
- 4. Next Meeting Date – Monday, February 12, 2024 at 11:00 am**
- 5. Adjournment**

**Policy Committee**  
**Public Meeting Minutes**

**Tuesday, November 14, 2023 – 11:00 am**  
**Via Zoom**

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**Present:**

Chairperson  
Vice Chairperson  
Trustee Member  
Trustee Alternate  
Trustee  
Superintendent  
Deputy Superintendent  
Secretary Treasurer  
Assistant Superintendent  
President, Richmond Association of School Administrators  
President, Canadian Union of Public Employees 716  
Chairperson, Richmond Management and Professional Staff  
Executive Assistant (Recording Secretary)

D. Tablotney  
H. Larson  
D. Yang  
R. Belleza  
A. Wong  
C. Usih  
R. Ryan  
C. Wang  
C. Brautigam  
G. Fitt  
S. Robinson  
K. Gibson  
J. Coronel

The Chairperson called the meeting to order at 11:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

Minutes of the meeting held October 16, 2023 were approved as circulated.

**3. Policy 102: Diversity and Inclusion**

Assistant Superintendent Brautigam shared an update on the revision process for Policy 102. There were no further questions or comments.

**4. Policy 402/402-R: Public Interest Disclosure Policy**

The Secretary Treasurer provided a summary of Policy 402/402-R and 402-G. She then responded to a question from the CUPE President on details of the proposed employee training on Public Interest Disclosure.

The Secretary Treasurer also responded to a trustee's question on post-investigation process if the discloser is not satisfied with the investigation. Discussion also ensued on legal protection for the discloser against reprisals and for the respondent against potential defamation.

Following discussion, the Committee agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at its November 22, 2023 public meeting that a recommendation for the board's consideration will be presented at the December 20, 2023 public meeting to approve Policy 402/402-R: Public Interest Disclosure.

**5. Status of Current and Anticipated Items**

An updated status document was provided with the agenda package.

**6. Next Meeting Date – Monday, December 11, 2023 at 11:00 am.**

**7. Adjournment**

The meeting adjourned at 11:27 am.

*Respectfully Submitted,*

*Debbie Tablotney  
Chairperson, Policy Committee*

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

	POLICY	STATUS	DATE/TIMELINE
1	<b>Policy 101:</b> Goals and Objectives	Approved in May 2023	
2	<b>Policy 102:</b> Diversity and Inclusion  <b>Senior Staff Responsible:</b> Christel Brautigam	Revision placed on hold	<ul style="list-style-type: none"> <li>• DEI Advisory Committee Policy Update (Dec 2022)</li> <li>• Public report on revised policy checklist from DEI Advisory Committee; Revised policy checklist approved by Policy Committee (Jan 2023)</li> <li>• Policy revision placed on hold to align with an anticipated Ministry DEI framework</li> </ul>
3	<b>Policy 103 Bylaw:</b> Complaints by Students, Parents & the Public  <b>Senior Staff Responsible:</b> Rick Ryan	Requires revision	<ul style="list-style-type: none"> <li>• Anticipate submission of revised policy to public meeting in 2024</li> </ul>
4	<b>Policy 105-R:</b> District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities  <b>Senior Staff Responsible:</b> Cindy Wang	Requires revision	<ul style="list-style-type: none"> <li>• Public report on draft revised policy (Feb 2021) <ul style="list-style-type: none"> <li>- Committee agreed that there would be more discussion and review around process for the revision to be brought back at a later date</li> </ul> </li> <li>• Anticipate submission of revised policy to public meeting in 2024</li> </ul>
5	<b>Policy 201:</b> Board Operations	Approved in June 2023	
6	<b>Policy 311/311-R:</b> Freedom of Information and Protection of Privacy	Approved in June 2023	
7	<b>Policy 402/402-R:</b> Public Interest Disclosure Policy [New]  <b>Senior Staff Responsible:</b> Cindy Wang	Approved in December 2023	

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

	POLICY	STATUS	DATE/TIMELINE
8	<b>Policy 502:</b> Student Behaviour and Discipline <b>Policy 502.1:</b> Maintenance of Orderly Conduct <b>Policy 502.2/502.2-R:</b> Student Suspension or Exclusion from School <b>Policy 502.3/502.3-R:</b> Student Possession of Weapons  <b>Senior Staff Responsible:</b> Jane MacMillan	Requires revision	<ul style="list-style-type: none"> <li>Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback (Jan 2021)</li> <li>Anticipate submission of revised policy to public meeting in 2024</li> </ul>
9	<b>Policy 522/522-R:</b> Transportation  <b>Senior Staff Responsible:</b> Cindy Wang/Jane MacMillan	Requires revision	<ul style="list-style-type: none"> <li>Anticipate submission of revised policy to public meeting in 2024</li> </ul>
10	<b>Policy 621/621-R:</b> Financial Planning and Reporting and <b>Policy 631-R:</b> Accumulated Operating Surplus and Capital Reserves	Approved in June 2023	
11	<b>Policy 701.11/701.11-R:</b> Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities  <b>Senior Staff Responsible:</b> Rick Ryan	Revision placed on hold	<ul style="list-style-type: none"> <li>Update for information from the Deputy Superintendent (Mar 2022)</li> <li>Policy revision and development placed on hold to allow for the Anti-Racism Working Group Report to the Board</li> <li>Policy 102 will be reviewed/refreshed to inform and ensure alignment with a redrafted Policy 701.11/701.11-R</li> </ul>
12	<b>Policy 701.12/701.12-G:</b> Official School Openings  <b>Senior Staff Responsible:</b> Cindy Wang	Removed from Phase 1 Section 700 Policies package; under review	<ul style="list-style-type: none"> <li>Anticipate submission of revised policy to public meeting in 2024</li> </ul>
13	<b>PHASE 3 - Policy Section 700: Facilities:</b>  Policy 703.1 - Accident Prevention and Safety Procedure  Policy 703.2 - First Aid and Accident Reports  Policy 703.5 and Regulation 703.5-R - Health and Safety	Under review	<ul style="list-style-type: none"> <li>Anticipate submission of revised policy to public meeting in 2024</li> </ul>

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

	POLICY	STATUS	DATE/TIMELINE
	<p>Policy 703.6 and Regulation 703.6-R - Protection of Employees from Violence in the Workplace</p> <p>Policy 705 and Regulation 705-R - Telephones</p> <p>Policy 706 - Smoke Free Environments</p> <p>Policy 703.7 and Regulation 703.7-R - Closure of Schools Due to Emergent Conditions</p> <p>Policy 707 and Regulation 707-R - Post Disaster Procedures</p> <p>Policy 708 and Regulation 708-R - Video Surveillance</p> <p><b>Senior Staff Responsible:</b> Cindy Wang</p>		